

# CONSTITUTION OF WIVEY ACTION ON CLIMATE & ENVIRONMENT

## 1. Name

The name of the Group shall be: Wivey Action on Climate & Environment

## 2. Aims

The aims of the Group shall be:

- a) To raise awareness of climate change, the contribution of human carbon emissions and their effects on the life of our community;
- b) To raise awareness of threats to the human and natural environment;
- c) To positively engage and work with local people, businesses and community organisations in the Wiveliscombe area on climate change and environmental problems;
- d) To promote and support low carbon and sustainable living and working in the Wiveliscombe area;
- e) To campaign and manage projects for sustainable solutions to climate change and environmental problems, which improve human well-being and protect the natural world.
- f) To support campaigns and projects promoted by regional and national groups with similar aims, such as The Climate Coalition, Centre for Alternative Technology, Centre for Sustainable Energy, Forum for the Future, Friends of the Earth, Greenpeace, Hubbub, Transition Network, WRAP and WWF.

## 3. Powers

In order to achieve its aims the Group may:

- a) Raise and make applications for funding;
- b) Open bank accounts and take out insurance;
- c) Organise activities, courses, events and meetings;
- d) Undertake research;
- e) Affiliate, join or work with other groups and exchange information;
- f) Do anything that is lawful which will help it to fulfil its aims.

## 4. Membership

- a) Membership of the Group shall be open to any person or any organisation living or located in the Wiveliscombe area who is interested in helping the Group to achieve its aims, willing to abide by the rules of the Group and willing to pay any subscription agreed by the Committee.
- b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.

- c) Every individual member and each organisation shall have one vote at General Meetings.
- d) The membership of any member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made.
- e) Each member organisation shall appoint a representative to attend meetings of the Group and notify the Group's Secretary of that person's name.

## **5. Management**

- a) The Group shall be administered by a Committee of not more than twelve members elected at the Group's Annual General Meeting (AGM).
- b) The Committee shall include: Chairperson, Treasurer and Secretary.
- c) The Committee shall meet at least three times a year.
- d) Meetings of the Committee and Group shall be Chaired by the Chairperson or by another member of the Group agreed by the Committee.
- e) The quorum for Committee meetings shall be three members.
- f) Decisions at meeting shall normally be by consensus. If necessary for a decision to be agreed, voting at meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote.
- g) The Committee may by a two-thirds majority vote and for a good and proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made.
- h) The Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.
- i) Sub-groups of members or individual members may be delegated with specified tasks by the Committee, which will include a responsibility to report to the Committee and accept direction from the Committee.
- j) A proper record of all transactions and decisions at meetings shall be kept.

## **6. Duties of the Committee**

- a) The duties of the Chairperson are to:
  - chair meetings of the Committee and the Group;
  - represent the Group at functions/meetings that the Group has been invited to or to nominate another representative from the Committee;
  - act as spokesperson for the Group when necessary.
- b) The duties of the Secretary are to:
  - take and keep minutes of meetings;
  - prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson;
  - maintain the membership list;
  - deal with correspondence;
  - collect and circulate any relevant information within the Group.

- c) The duties of the Treasurer are to:
- supervise the financial affairs of the Group;
  - keep proper accounts that show all monies collected and paid out by the Group.

## **7. Finance**

- a) Any money obtained by the Group shall be used only for the Group in pursuit of its aims.
- b) Any bank accounts opened for the Group shall be in the name of the Group.
- c) Any cheques issued shall be signed by the Treasurer and one other Committee member. Payments made in other ways shall also be approved by the Treasurer and one other Committee member.

## **8. Annual General Meeting**

- a) The Group shall hold an Annual General Meeting (AGM) in September, October or November.
- b) All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote. The quorum for an AGM shall be six members.
- c) The business of the AGM shall include:
- (i) receiving a report from the Chairperson on the Group's activities over the year;
  - (ii) receiving a report from the Treasurer on the finances of the Group;
  - (iii) electing a new Committee; and
  - (iv) considering activities for the next year and any other matter as may be decided.

## **9. Special General Meeting**

A Special General Meeting may be called by the Committee or by any eight members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

## **10. Alterations to the Constitution**

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

## **11. Dissolution**

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be distributed as directed at the General Meeting or otherwise by the Committee to another group or groups with similar aims.

*This constitution was adopted at a general meeting of the Group on 20<sup>th</sup> October 2014.*

*Amendments were approved to change the group's name, to add environmental protection to the aims and to support campaigns and projects promoted by regional and national groups with similar aims at the Annual General Meeting on 21 November 2017.*